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JUST 22 NEXT REV 2011 AUTH: HR 70-2

Memorandum For: Chief, O&L Branch, FD
From : Chief, Section Three, O&L
Subject : Agent Briefings
Reference : Your memo, dated 26 June 1963
Same Subject

Impediments which prevented briefing of Agents listed in reference are:

(a) No requests for briefings were received from SAS by Section Three. Discussion with SAS personnel office reveals that SAS apparently has felt that briefing required by [redacted] (Payroll briefing), was sufficient. All of

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the listed agents received briefing by Comp. & Tax accounts Branch. Requests were by phone to payroll from S&S personnel office.

(B) Notice of Agent Briefing Requirements, initiated by Chief, O&A Branch Office, were received in Section Three after the agents had departed Headquarters; hence, phone calls to set up briefing dates were unproductive. This matter

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was recently brought to the attention of the Deputy Chief, OPA Branch, by the undersigned in an attempt to discover why the "Briefing Notices" are being received after departure (from Hdq.) of the agent. The attached listing shows dates agents departed in relation to dates conversion listing were typed in CPD for forwarding to office of Chief,

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O & L Branch, FD. It is my understanding that the Agent Briefing Requirements notice is generated from the listings your office receives from C & D.

[redacted] 5X1A9a

1-3-63

Attachment
as stated

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